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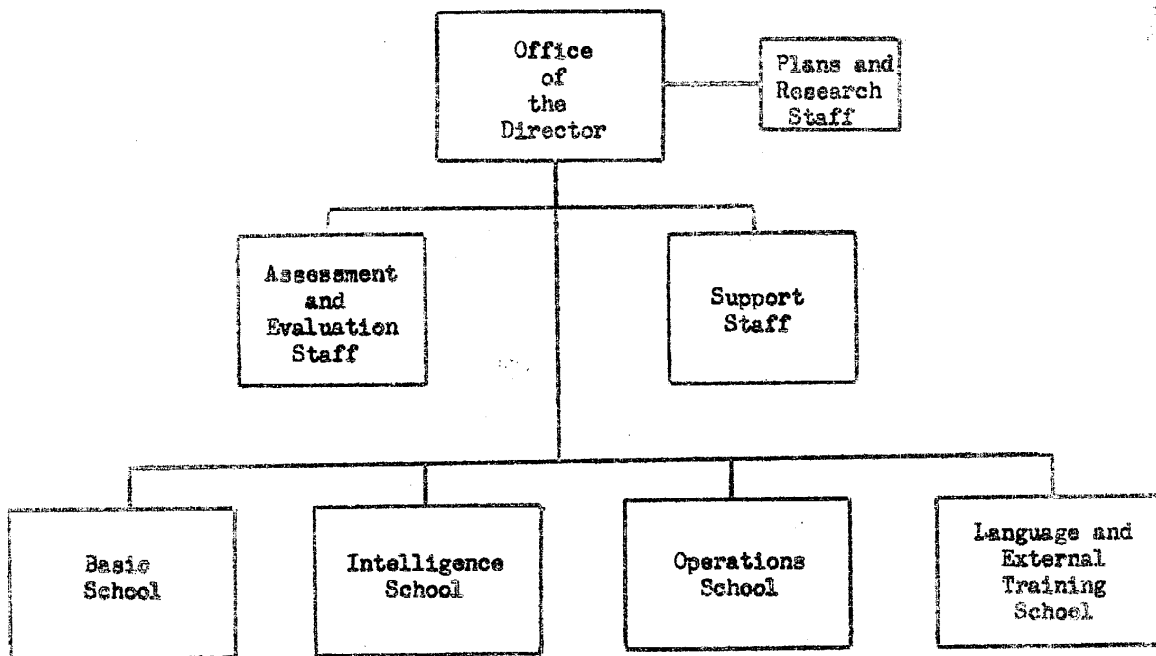
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Organisation Chart

Office of Training



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OFFICE OF TRAINING

MISSION AND FUNCTIONS

25X1A The mission of the Office of Training, as stated in Agency Regulation [redacted] dated 18 January 1954, is as follows:

"The Director of Training shall develop and direct Agency training programs and review Office training programs; represent the Director of Central Intelligence on subjects related to training; participate in the formulation of the policies and plans of the Career Service Board; determine requirements for Agency training facilities in the United States; in accordance with the applicable provisions of Public Law 110 (81st Congress, 1st Session), provide for Agency participation in training programs at appropriate external facilities, public and private, in the United States and abroad; and establish and maintain standards of achievement for Agency personnel in Agency training programs."

The Office of Training is in every sense a service organization for all of the Offices of the Agency. Its basic purpose is to improve the capability of personnel to serve the Agency. New professional personnel recruited by the Agency must be regarded as laymen in the field of intelligence no matter how qualified they may be in their respective professional fields. They must be taught new knowledge, new substantive concepts, and new skills and techniques. Through training, their particular professional competence must be related to the field of intelligence and subordinated to it so that they will use their professional competence as intelligence officers.

The mission of the Office of Training must be appraised against this background. Not only must an extensive and diverse training effort be continued but research and planning must go hand in hand with that effort, both in established and contemplated areas of Training. To this substantive and administrative task must be added the requirement for close coordination and liaison with every office of the Agency and with the Departments of State and Defense and appropriate non-governmental institutions.

25X1A The Office of Training consists of the Director of Training, Deputy Director of Training, three Staffs and four Schools. Training is conducted both in the headquarters area [redacted] Organization charts and a brief description of the functions of each component of the Office follow.

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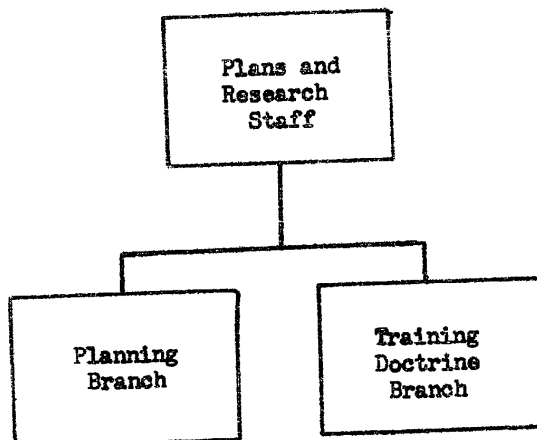
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Organization Chart

Plans and Research Staff



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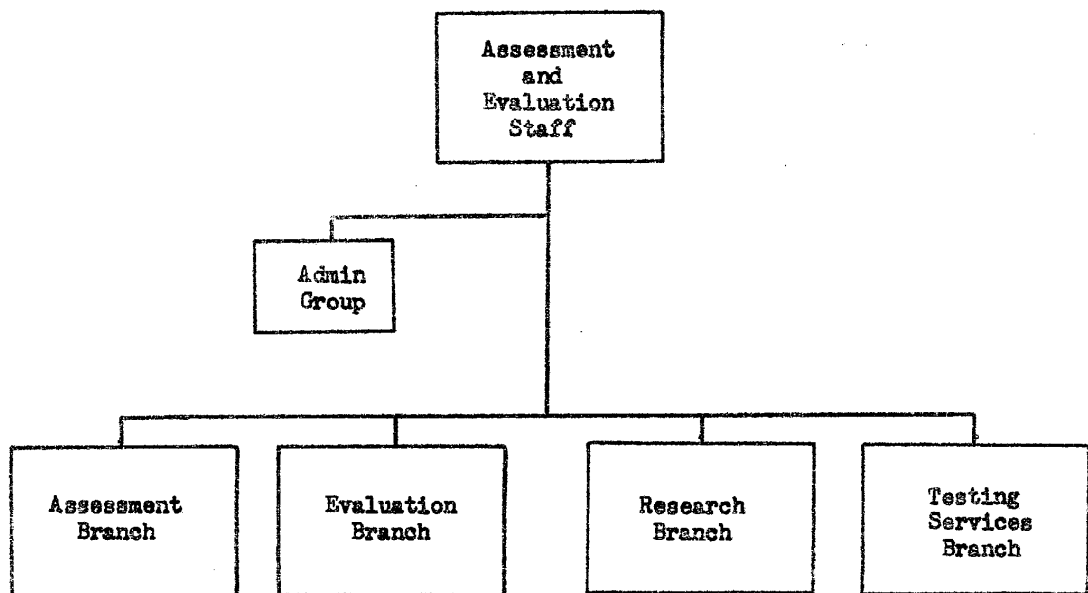
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Organisation Chart

Assessment and Evaluation Staff



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d. Organize, supervise, and administer a Training Evaluation Branch to participate in the analysis of training evaluation requirements, primarily to determine how various psychological techniques may best be utilized, and to develop training evaluation procedures in order to provide a meaningful and complete record of what a student learned and what personality characteristics he revealed during training. This record is used by OTR, the student's supervisor, the Personnel Office, and various Agency boards concerned with selection.

e. Organize, supervise and administer a Research Branch to: develop and supervise the pre-training testing program, the Junior Officer testing training program, and the language aptitude testing programs; maintain liaison with all non-Agency psychological research activities in order to take advantage of new developments and new techniques which may be used; develop new testing and research programs; and provide technical support to other branches of the Staff in experimental design, statistical evaluations, machine record procedures, and other technical matters.

f. Organize, supervise and administer a Testing Services Branch to: conduct all testing programs for clerical applicants and clerical personnel entering on duty, including a test of their skills to determine whether clerical training is required; and to conduct testing programs for professional personnel when requested by the Agency Personnel Office in connection with the original assignment or the re-assignment of such personnel.

g. Organize, supervise, and administer special task force psychologists in the Office of the Chief to provide for those psychological services which are not reasonable functions of any of the three branches.

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Support Staff. The Chief, Support Staff, under the general direction of the Director, shall:

- a. Serve as Executive Officer to the Director of Training.
- b. Exercise general supervision over the operation of the Junior Officer Trainee and the Junior Career Development programs.
- c. Supervise the operation of the Film Production Branch.

e. Provide support to OTR training elements in the fields of library services, reproduction, audio and visual aids, and photographic services.

f. Provide, in coordination with Agency components having primary responsibility, administrative service to OTR headquarters elements in the general fields of personnel, budget and fiscal, supply and transportation, and records and registration, and furnish guidance, when requested, to corresponding activities

g. Review, for OTR concurrence, all proposed OTR and Agency regulatory issuances.

h. Provide for OTR compliance with Security, Records Management and Emergency Evacuation programs of the Agency.

Junior Officer Trainee Program. The Chief, Junior Officer Trainee Program, shall:

a. Determine Agency requirements for Junior Officer personnel, evaluate and select recruits, and arrange for their entrance into the program.

b. Evaluate and assist in the selection of Agency personnel nominated as trainees under the Junior Career Development program.

c. Develop, coordinate and supervise schedules of training and duty assignments appropriate for individual trainees.

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d. Correlate assessments and evaluations of trainees while in training and duty status and make recommendations concerning permanent duty assignments within the Agency.

e. Arrange for entry of trainees, when appropriate, into the Armed Services and for their return to Agency duty.

Film Production Branch. The Chief, Film Production Branch, under the general direction of the Chief, Support Staff, shall:

a. Develop plans and projects to meet long range requirements of OTR for the production of motion picture films.

b. Produce scripts for training films; assure conformance to Agency operational doctrine and effectiveness of the presentations as training media; and obtain necessary coordination and concurrence in the finished scripts and plans.

c. Arrange for the production and filming of approved scripts and for the necessary casts, supporting personnel, material and funds.

d. Assure that all plans and activities of the Branch conform to current OTR policies, projected requirements and training plans.

Administrative Branch. The Chief, Administrative Branch, under the general direction of the Chief, Support Staff, shall:

a. Provide, in coordination with Agency components having primary responsibility, the following administrative support to OTR headquarters elements, and furnish guidance, when requested, to corresponding elements of the Field Training Base:

1. Personnel: Maintain records concerning OTR civilian and military T/O's; provide for preliminary screening and referral of applicants; process and record all OTR personnel action documents; maintain time, attendance and overtime records; provide OTR personnel relations service; collaborate in the operation of the OTR Career Service Board and the Promotion Panels; and perform incidental services common to other secondary Personnel elements of the Agency.

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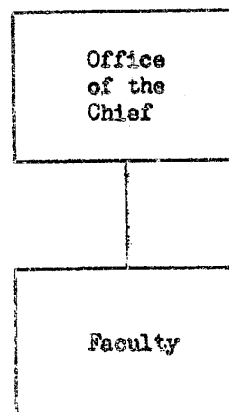
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Organisation Chart

Basic School



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Basic School: The Chief, Basic School, under the general direction of the Director, shall:

a. Develop, coordinate, and conduct:

1. Introductory, intermediate and advanced courses for clerical, stenographic and typist personnel.

2. General and specialized administrative courses concerning the techniques and procedures pertinent to support assignments in headquarters and overseas.

3. Courses for executive and supervisory personnel, concerning management principles and techniques and their application.

4. Basic orientation courses relating to clandestine activities and the intelligence process.

5. Courses for the training of instructors and others concerning recommended methods and techniques of instruction and the use of training aids.

b. Provide general orientation and indoctrination for newly employed Agency personnel; briefings for new senior Agency personnel, Service Attaches, and others; and lectures and presentations outside the Agency as required.

c. Provide, in conjunction with the Assessment and Evaluation Staff, for the necessary testing and evaluation of students, courses and training results.

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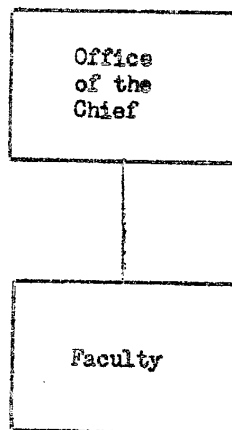
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Organization Chart

Intelligence School



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Intelligence School: The Chief, Intelligence School, under the general direction of the Director, shall:

a. Develop, coordinate, and conduct:

1. Intermediate and advanced courses designed to instruct Agency personnel in the specific skills and methods involved in the production of intelligence material.

2. Courses to provide Agency personnel a general orientation in world Communism, its theory, structures, organization, strategy, tactics and operation.

3. Courses to improve employee efficiency in reading, writing and speaking.

b. Provide, in conjunction with the Assessment and Evaluation Staff, for the necessary testing and evaluation of students, courses and training results.

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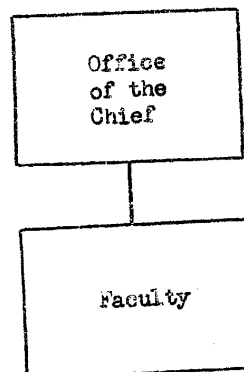
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Organization Chart

Language and External
Training School



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